CANDIDATE PROFILE
IEC STUDY ABROAD ASSISTANT, FALL/WINTER 2018-2019

CONTRACT PERIOD: Monday, August 27, 2018 – Friday, February 22, 2019

Must be available for:
- Student Leader Training August 27 – 31, 2018
  o 30 hours, 9am to 4pm each day
  o Salary $15.00 per hour for week of training (30 hours)

RENUMERATION: Salary $14.00 per hour. The hours expected of the role are approximately 10 – 15 hours per week, with peak hours in September exceeding this amount. The role is paid up to a maximum of 200 hours during the academic school year.

REPORT TO: The role reports to the Global Mobility Coordinator. The supervisor for this role will provide training, support, and assistance in the execution of the job responsibilities.

ELIGIBILITY:
- Applicants must be a returning student in the 2018 – 19 academic year;
- Applicants can only hold one (1) Work-Study Position;
- Must be enrolled in 40% of a full course load for the entire Fall/Winter period of study, and
- Be legally able to work in Canada.

POSITION SUMMARY: The Study Abroad Assistant will act as an ambassador for the IEC and work collaboratively with the Global Mobility Coordinator to promote the study exchange program and engage students around the idea of study abroad. Study Abroad Assistants will participate in weekly team meetings, collaborate to develop a study abroad marketing and communication plan, develop resources to promote study exchange, and help to shape and implement a marketing and social media strategy to promote the program.

REQUIREMENTS:
- Must be available for an interview during the week of March 5 – 9, 2018;
- It is highly desired that the candidate has studied abroad via the exchange program;
- Cross-cultural awareness;
- Strong oral and written communication;
- Strong customer service and interpersonal skills;
- Excellent time management;
- Good public speaking skills;
- Familiarity with social media and virtual communication methods;
- Solid computer skills and experience with Microsoft Office;
- Knowledge of the campus and its resources.

DUTIES
- Promote the exchange program via fairs, tabling, social media, etc.;
- Plan and execute events;
- Undertake class visits and tabling;
- Assist students with enquiries about U of T’s exchange opportunities;
● Outline student exchange, research abroad and summer abroad programs;
● Help students navigate the Centre for International Experience, IEC and program websites;
● Attend weekly Study Abroad team meetings;
● Support the efforts of the other Study Abroad Assistant and other International Education Centre initiatives;
● Attend in-service training and development throughout the contract period;
● Additional duties as assigned.

EMPLOYER CONTACT INFORMATION:
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